TRANSPORTATION ASSET MANAGEMENT COUNCIL
September 4, 2019 at 1:00 p.m.
MDOT Aeronautics Building, 2nd Floor Commission Room
2700 Port Lansing Road
Lansing, Michigan
MINUTES

** Frequently Used Acronyms List attached

Members Present:

Christopher Bolt, MAC   Derek Bradshaw, MAR/GLS Region V
Joanna Johnson, CRA/RCKC – Chair   Bill McEntee, CRA – Vice-Chair
Gary Mekjian, MML   Robert Slattery, MML
Jonathan Start, MTPA/KATS   Jennifer Tubbs, MTA

Support Staff Present:

Niles Annelin, MDOT   Roger Belknap, MDOT
Tim Colling, MTU/LTAP, via Telephone   Clinton Crick, DTMB/CSS, via Telephone
Cheryl Granger, DTMB/CSS   Mark Holmes, DTMB/CSS
Dave Jennett, MDOT   Craig Newell, MDOT
Gloria Strong, MDOT   Mike Toth, MDOT

Public Present:

Monica Ackerson, MRPA   Amber Hicks, MIC, via Telephone
Ralph Pauly, FHWA   Aaron Verhelle, RCOC

Members Absent:

Rob Surber, DTMB/CSS   Brad Wieferich, MDOT
Todd White, MDOT

1. Welcome – Call-To-Order:
The meeting was called-to-order at 1:02 p.m. Everyone was introduced and welcomed to the meeting.

2. Changes or Additions to the Agenda (Action Item):
J. Start requested to add MTU and CSS trainings discussion under agenda item number eight, ACE Committee Review and Discussion Items - 8.2.4..

Motion: B. Slattery made a motion to add a new agenda item under 8, adding MTU and CSS training discussions; B. McEntee seconded the motion. The motion was approved by all members present.

3. Public Comments on Non-Agenda Items:
None

4. Consent Agenda (Action Item):
    4.1. – Approval of the August 7, 2019 Meeting Minutes (Attachment 1)
    J. Johnson submitted changes for draft meeting minutes item 5.1. via email to G. Strong. She will make the requested additions to the minutes.

    Motion: D. Bradshaw made a motion to approve the meeting minutes with the amendments as presented by J. Johnson; J. Start seconded the motion. The motion was approved by all members present.

4.2. – TAMC Financial Report (Attachment 2)
R. Belknap provided a copy of the August 30, 2019 TAMC Budget Expenditure Report. He spoke with Mike Toth, MDOT, regarding line item #1 Data Collection & Regional-Metro Planning Asset Management Program, PASER Quality Control. The attachment dated 8/30/2019 in today's packet shows there was an overage of $400, which is incorrect. The actual final invoice total for the PASER contract is approximately $8,000 less, which leaves approximately $6,000 remaining. The Council agreed that the PASER and QA/QC should be represented as separate line items on the TAMC Budget Report. This change will be reflected in the future budget expenditure reports.

Motion: J. Start made a motion to amend the financial report to separate out the QA/QC activities from the MDOT PASER Data Collection activities; G. Mekjian seconded the motion. The motion was approved by all members present.
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5. – Correspondence & Announcements:

5.1. – Update on TAMC Conferences – G. Strong/R. Belknap (Attachment 3)
The TAMC 2019 Fall Conference will be held October 30, 2019, at the Holiday Inn of Marquette. The Central Upper Peninsula Planning and Development (CUPPAD) region and the Michigan Infrastructure Council (MIC) will hold a MIC Regional Asset Management Summit in collaboration with the October 30, 2019 TAMC Fall Asset Management Conference. One of the TAMC Conference presentation topics will be on the Houghton County Father's Day Flooding. G. Strong will be making travel arrangements for the Council members, presenters and staff in the next week or two. J. Johnson encouraged Council members to attend the conference.

5.2. –Update on MDOT Michigan Mobility 2045 Stakeholders Group – C. Bolt/G. Mekjian
Nothing new to update.

6. Michigan Infrastructure Council Update – A. Hicks/J. Johnson:

6.1. – X Council Meeting Update
Nothing new to update.

6.2. – Regional Asset Management Summits Update
J. Johnson provided copies of the MIC Spring 2019 Summary Report to the Council members. Details of the summits are available on the MIC Website. The next set of 14 summits will be held October 15, 2019 through November 12, 2019. The dates are also available on the MIC Website and J. Johnson has asked council members to attend and provide a brief TAMC update at each summit. More details will come in the near future.

7. Old Business:

7.1. – TAMC Data Request Update/CSS Legislative Map: Michigan Road Preservation Association (MRPA) – M. Ackerson
Several months ago, MRPA requested PASER information from TAMC. MRPA used the information provided by CSS from the IRT and created an easy to read and understand document with maps by district that was placed out on their Website. An infographic timeline is also given for capital preventive maintenance (CPM), through the "decade of decline", to where we are today. Their plan is to help figure out how to prevent potholes and keep Michigan roads in good condition. It shows we have the ability to repair Michigan roads, but lack of funding is the main reason they have not been fixed. MRPA will do a press release and/or conference in the future on this. M. Ackerson stated one piece that is missing from this is the view from the local level. In the future, they would like to look at the roads that have a PASER rating condition of 5 (which she calls "running the orange light") where roads are going from fair to poor. This is to also help figure out where things are. MRPA plans to keep these maps updated.

7.2. – TAMC 2020-2022 Strategic Work Program – J. Johnson (Action Item/Attachment 4)
Most of the Bridge Committee portion of the plan has been updated and all other corrections have been made.

Motion: J. Start made a motion to approve the 2020-2022 Strategic Work Program; J. Tubbs seconded the motion. The motion was approved by all members present.

7.3. – Policy for Submittal and Review of Asset Management Plans (Action Item/Attachment 5)
The policy was approved by the ACE Committee in August 2019. J. Start will look at the language and provide clarification where needed and get comments from people that attend the training in the future. Because MTU needs to have this policy for training, they will allow this current policy to pass with the understanding that it will be modified at a later date.

J. Johnson would like a summary letter sent out to our partners to give them an update regarding the submittal and review of the plans. A Frequently Asked Questions (FAQ) section will also be provided to assist agencies with their plans and submittals.

Motion: D. Bradshaw made a motion to adopt the policy as presented; J. Start seconded the motion. The motion was approved by all members present.

Action Item: J. Johnson will work with TAMC support staff and create a summary letter and FAQ section to assist agencies with their asset management plans and submittals.

8. Committee Review and Discussion Items:
8.1. – Bridge Committee – D. Jennett/R. Belknap
8.1.1 – 2019 TAMC Annual Report – Bridge Section Preparations – D. Jennett
Bridge Committee will be putting together a four-year trend report similar to the PASER trend report completed by B. McEntee from the IRT data.

8.1.2 – Bridge Forecast and Statewide Bridge Investment Strategy
See 8.1.1.

8.1.3. – Culvert Pilot Effort – Next Steps
The Committee added two Bridge Committee meetings, September 25, 2019 and October 24, 2019, to their 2019 meeting schedule in order to address this issue and other tasks that the Bridge Committee needed to tackle before the end of the year. More to come on this effort in the future.

8.2. – ACE Committee – J. Start
8.2.1. – Local Technical Assistance Program's "*The Bridge*" Newsletter Article Update
D. Jennett is currently working on an article with MTU regarding asset management plans and templates which is due mid-September.

8.2.2. – American Public Works Association's "Great Lakes Reporter" Article Opportunity
TAMC has an opportunity to also do an article for the American Public Works Association "*Great Lakes Reporter*" D. Jennett will provide a similar article regarding asset management plans and templates to them.

Action Item: D. Jennett will work with MTU CTT and APWA staff to develop newsletter articles on the TAMP Template and Investment Reporting Tool procedures for submittal of asset management plans as required by Public Act 325 of 2018 for their newsletters.

8.2.3. – 2019 TAMC Annual Report Presentations

B. McEntee presented on how to inform the public and legislature about how roads are repaired and/or reconstructed by using a comparison of homes to roads. Something similar will be done for bridges. The Council will also need to discuss how they would like to format the next annual report.

8.2.4. – MTU and CSS Training Needs and Changes – T. Collins/C. Granger (Action Item)

Training changes were discussed for MTU for the asset management template by doing two webinars on the compliance document and getting Council members involved in that training. These will be held October 1-10, 2019. This will give an opportunity to showcase the template and talk about expectations. The asset management template consists of a compliance document and appendices for pavement and bridges. MTU does training for both pavement and bridge asset management plans. They would only be changing the deliverables so the training changes would stay within their current budget.

CSS recommends doing four onsite trainings in Washtenaw (Ann Arbor) or Jackson, Saginaw, Gaylord, and Marquette, and one additional Webinar. The change would be one less onsite training. The ACE Committee recommended that CSS provide the training in Jackson. CSS would be moving from doing five on-site trainings to four. CSS is also discussion doing training with the MDOT ADARS Act 51 training team. The training changes would stay within their current budget.

Motion: B. McEntee made a motion to approve the changes in the MTU and CSS trainings program; J. Tubbs seconded the motion. The motion was approved by all members present.

8.3. – Data Committee – B. McEntee

8.3.1. – Investment Reporting Compliance Summary Report (Attachment 6)

A copy of the August 30, 2019 Summary Statistics was shared with the Council.

Action Item: R. Belknap will create a timeline document on how agencies move through the IRT process and share it at the Data Committee meeting.

8.3.2 – Status of 2019 Pavement Surface Evaluation and Rating (PASER) Data Collection (Attachment 7)

A map of reported progress on PASER data collection through August 29, 2019, was shared with the Council. There are also efforts going on to collect the non-federal aid data. With the changes made to the IRT, agencies now receive feedback on their data uploads. TAMC will also be seeking local PASER data. At the minimum, agencies should provide data that they are being reimbursed for. Any data submitted to TAMC should be going through the region or the Metropolitan Planning Organization.

8.3.3. – Creation of a TAMC Glossary for the TAMC Website

At a MIC meeting it was requested that a glossary of Council terms and acronyms be provided on the MIC and TAMC Websites. The Data Committee will be working to provide the list.

8.3.4. – Traffic Signal Pilot Effort

No recent activity has been done on this effort. Nothing new to report. MTU has been very busy working on the required asset management template that is due by October 1, 2019 per Public Act 325.

8.3.5. - Update on Paving Warranties Reporting and the TAMC IRT

CSS has been testing the modifications to the IRT for incorporation of paving warranties and custom reports with agencies to assure they are understandable and operational. The test agencies have been proving suggested changes. The data collection side is complete and in the IRT but "hidden." Once the program is ready to be launched, CSS will let it show in the IRT. Warranty training is being held now by MTU. MTU would like screen shots from the IRT to use in their technical trainings.

J. Johnson reminded everyone that anyone that is interested in more local pavement warranty training, with the help of MTU/LTAP, Module 1 is a 14-minute introduction video, and Module 2 is a 25-minute basic warranty concepts video are currently available. Module 3 is about administrative requirements and Module 4 is about measurements and what warranties actually cover. Modules 3 and 4 will be complete by early October, and module 5 will be a live session on October 10. The recorded modules are targeted at elected officials. Technical training will also be provided.

Action Item: CSS will provide the IRT screen shots to MTU.

8.3.6. – 3-Year Planned Improvements and MDOT JobNet/State Transportation Improvement Program (STIP) Integration with the TAMC IRT – J. Start, N. Annelin, and C. Granger

There are discussions on transferring STIP Planned Projects to CSS for inclusion in the TAMC interactive maps. A decision needs to be made as to whether or not large projects that are not using federal funds should be included. There are 400 hours assigned to the ADARS project but has been deferred. Data Committee recommends that 150 hours be used for the portal improvement development (data transfer to dashboards shared by other departments) and 250 hours be used for the three-year planned projects task.

Motion: J. Start made a motion of taking the 400 hours and using 150 hours to portal improvement development and 250 hours to the three-year planned project; J. Tubbs seconded the motion. The motion was approved by all members present.

8.4. - Michigan Center for Shared Solutions – C. Granger
8.4.1. – Activities Update and Priorities

CSS is currently working on the warranties, asset management plans in the IRT, and glossary tasks as previously stated. C. Crick, CSS, provided a demonstration of how agencies will submit their asset management plans in the IRT. The biggest change is they changed the asset management landing page to go to the asset management guide page which asks if they are in top 122 (123 with MDOT) or voluntary. The landing page guide will have the map showing the top 123 agencies and the group they are in, with the date to submit their asset management plans. The intent is for the agency to tell us where in the plan the necessary information is, and TAMC support staff can find it quickly in the plan to verify all requirements are met for Public Act 325.

The Council expressed concern that asking agencies to provide page numbers referencing where in their asset management plans are the required documentation, would be too much work for them to provide. The Council wants to keep it as simple as possible for the agencies to submit their plans. The Council would like to have further discussions with

support staff about the level of expectations for the review. C. Granger expressed concern about meeting the deadline so late and asks that the Council let CSS and MTU know their decisions as soon as possible.

Action Item: Key Council members and support staff will discuss the page number requests in the very near future and let CSS and MTU know their decision to assure any necessary changes can be made in the training and IRT in a timely manner and still meet the October 1, 2019 deadline.

8.4.2. – Google Analytics and TAMC Dashboard Usage Report (Attachment 8)
Analytics from June 3, 2019 – August 28, 2019 of the TAMC Website were shared with the Council. The results are approximately the same as the last report provided.

8.4.3. – Framework Base Map Update – M. Holmes
The remediation schedule is on track and testing is currently being done. The full data processing will be done in the fall. MDOT, CSS, and MTU are in discussions regarding ESRI. In December, the full system will be tested. MDOT's end-of-year data will be provided to CSS by December 31, 2019. CSS will then forward the information to MTU by the end of January 2020. CSS feels everything will be ready by the next data collection, which is April 2020.

8.4.4. – Upcoming Training Schedule
See previous agenda items above.

8.5. – Michigan Technological University/Technical Assistance Reports – T. Colling
    8.5.1. – Monthly Activities Report (July 2019) (Attachment 9)
Pavement, Bridge, and the compliance plan are currently being worked on to meet the October 1, 2019 Public Act 325 requirements. The data handling procedure will be demonstrated tomorrow, September 5, 2019.

8.5.2. – Monthly Training Report (July 2019) (Attachment 10)
A copy of the Activities Report for the reporting period of July 2019, was provided to the Council.

8.5.3. – TAMP Template Update
See previous agenda discussions. MTU will have the template ready to use and in the IRT by the October 1, 2019 deadline.

8.5.4. – Upcoming Training Schedule
Trainings will be held October – December 2019. December 3-5, 2019 is the final workshops for the asset management plans.

9. Public Comments:
None

10. Member Comments:
J. Johnson and Jessica Moy met with Rep. Jack O'Malley, who is the Transportation Chair, to go over the TAMC annual report and statewide level initiatives with the MIC and WAMC, and information on the legislative district map. She was not able to get a date to give a presentation to the transportation committee as they are busy handling budget and other priorities. C. Bolt also had a good discussion with Rep. O'Malley regarding TAMC. M. Ackerson will be meeting with him tomorrow, September 5, 2019.

Road Commission of Kalamazoo County is Celebrating 110 years of public service on Oct 10, 2019. This celebration is open to the public.

11. Adjournment:
The meeting adjourned at 2:57 p.m. The next full Council meeting is scheduled for November 6, 2019 at 1:00 p.m., MDOT Aeronautics Building, 2700 Port Lansing Road, 2nd Floor Conference Room, Lansing, Michigan.

TAMC FREQUENTLY USED ACRONYMS:	
AASHTO	AMERICAN ASSOCIATION OF STATE HIGHWAY AND TRANSPORTATION OFFICIALS
ACE	ADMINISTRATION, COMMUNICATION, AND EDUCATION (TAMC COMMITTEE)
ACT-51	PUBLIC ACT 51 OF 1951-DEFINITION: A CLASSIFICATION SYTEM DESIGNED TO DISTRIBUTE MICHIGAN'S ACT 51 FUNDS. A ROADWAY MUST BE CLASSIFIED ON THE ACT 51 LIST TO RECEIVE STATE MONEY.
ADA	AMERICANS WITH DISABILITIES ACT
ADARS	ACT 51 DISTRIBUTION AND REPORTING SYSTEM
BTP	BUREAU OF TRANSPORTATION PLANNING (MDOT)
CFM	COUNCIL ON FUTURE MOBILITY
CPM	CAPITAL PREVENTATIVE MAINTENANCE
CRA	COUNTY ROAD ASSOCIATION (OF MICHIGAN)
CSD	CONTRACT SERVICES DIVISION (MDOT)
CSS	CENTER FOR SHARED SOLUTIONS
DI	DISTRESS INDEX
ESC	EXTENDED SERVICE CONTRACT
FAST	FIXING AMERICA'S SURFACE TRANSPORTATION ACT
FHWA	FEDERAL HIGHWAY ADMINISTRATION
FOD	FINANCIAL OPERATIONS DIVISION (MDOT)
FY	FISCAL YEAR
GLS REGION V	GENESEE-LAPEER-SHIAWASSEE REGION V PLANNING AND DEVELOPMENT COMMISSION
GVMC	GRAND VALLEY METRO COUNCIL
HPMS	HIGHWAY PERFORMANCE MONITORING SYSTEM
IBR	INVENTORY BASED RATING
IRI	INTERNATIONAL ROUGHNESS INDEX
IRT	INVESTMENT REPORTING TOOL
KATS	KALAMAZOO AREA TRANSPORTATION STUDY
KCRC	KENT COUNTY ROAD COMMISSION
LDC	LAPTOP DATA COLLECTORS
LTAP	LOCAL TECHNICAL ASSISTANCE PROGRAM
MAC	MICHIGAN ASSOCIATION OF COUNTIES
MAP-21	MOVING AHEAD FOR PROGRESS IN THE 21ST CENTURY (ACT)
MAR	MICHIGAN ASSOCIATION OF REGIONS
MDOT	MICHIGAN DEPARTMENT OF TRANSPORTATION
MDTMB	MICHIGAN DEPARTMENT OF TECHNOLOGY, MANAGEMENT AND BUDGET
MIC	MICHIGAN INFRASTRUCTURE COMMISSION
MITA	MICHIGAN INFRASTRUCTURE AND TRANSPORTATION ASSOCIATION
MML	MICHIGAN MUNICIPAL LEAGUE
MPO	METROPOLITAN PLANNING ORGANIZATION
MTA	MICHIGAN TOWNSHIPS ASSOCIATION
MTF	MICHIGAN TRANSPORTATION FUNDS
MTPA	MICHIGAN TRANSPORTATION PLANNING ASSOCIATION
MTU	MICHIGAN TECHNOLOGICAL UNIVERSITY
NBI	NATIONAL BRIDGE INVENTORY

NBIS	NATIONAL BRIDGE INSPECTION STANDARDS
NFA	NON-FEDERAL AID
NFC	NATIONAL FUNCTIONAL CLASSIFICATION
NHS	NATIONAL HIGHWAY SYSTEM
PASER	PAVEMENT SURFACE EVALUATION AND RATING
PNFA	PAVED NON-FEDERAL AID
PWA	PUBLIC WORKS ASSOCIATION
QA/QC	QUALITY ASSURANCE/QUALITY CONTROL
RBI	ROAD BASED INVENTORY
RCKC	ROAD COMMISSION OF KALAMAZOO COUNTY
ROW	RIGHT-OF-WAY
RPA	REGIONAL PLANNING AGENCY
RPO	REGIONAL PLANNING ORGANIZATION
SEMCOG	SOUTHEAST MICHIGAN COUNCIL OF GOVERNMENTS
STC	STATE TRANSPORTATION COMMISSION
STP	STATE TRANSPORTATION PROGRAM
TAMC	TRANSPORTATION ASSET MANAGEMENT COUNCIL
TAMCSD	TRANSPORTATION ASSET MANAGEMENT COUNCIL SUPPORT DIVISION
TAMP	TRANSPORTATION ASSET MANAGEMENT PLAN
TPM	TRANSPORTATION PERFORMANCE MEASURES
UWP	UNIFIED WORK PROGRAM

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